

## **NOTICE OF MEETING NPDES TECHNICAL ADVISORY COMMITTEE (TAC)**

**TUESDAY, APRIL 17, 2012 – 10:00 AM to NOON  
REDWOOD CITY PUBLIC WORKS SERVICES DEPARTMENT  
1400 BROADWAY, REDWOOD CITY  
(See location map on back)**

### **AGENDA**

- 1. INTRODUCTIONS, ANNOUNCEMENTS, PREVIOUS TAC MEETING REPORT APPROVAL, AGENDA REVISIONS – MATT FABRY, Countywide Program Coordinator**
- 2. PRESENTATIONS**
  - A. DRAFT 2012/13 COUNTYWIDE PROGRAM BUDGET**
  - B. WATER BOARD REVIEW OF PROVISIONS C.4, C.5, AND C.6 IN 2010/11 ANNUAL REPORTS**
  - C. 2011/12 ANNUAL REPORT FORMS AND GUIDANCE/TRAINING**
  - D. BASMAA/CASQA UPDATES**
- 3. SUBCOMMITTEE AND WORKGROUP REPORTS**
  - A. PUBLIC INFORMATION/PARTICIPATION**
  - B. COMMERCIAL/INDUSTRIAL AND ILLICIT DISCHARGE**
  - C. NEW DEVELOPMENT**
  - D. MUNICIPAL MAINTENANCE ACTIVITIES**
    - i. MUNICIPAL MAINTENANCE SUBCOMMITTEE**
    - ii. TRASH WORKGROUP**
    - iii. PARKS MAINTENANCE & IPM WORKGROUP**
  - E. WATERSHED ASSESSMENT AND MONITORING**
- 4. PUBLIC COMMENTS**
- 5. ANNOUNCEMENTS**
- 6. FUTURE MEETINGS**

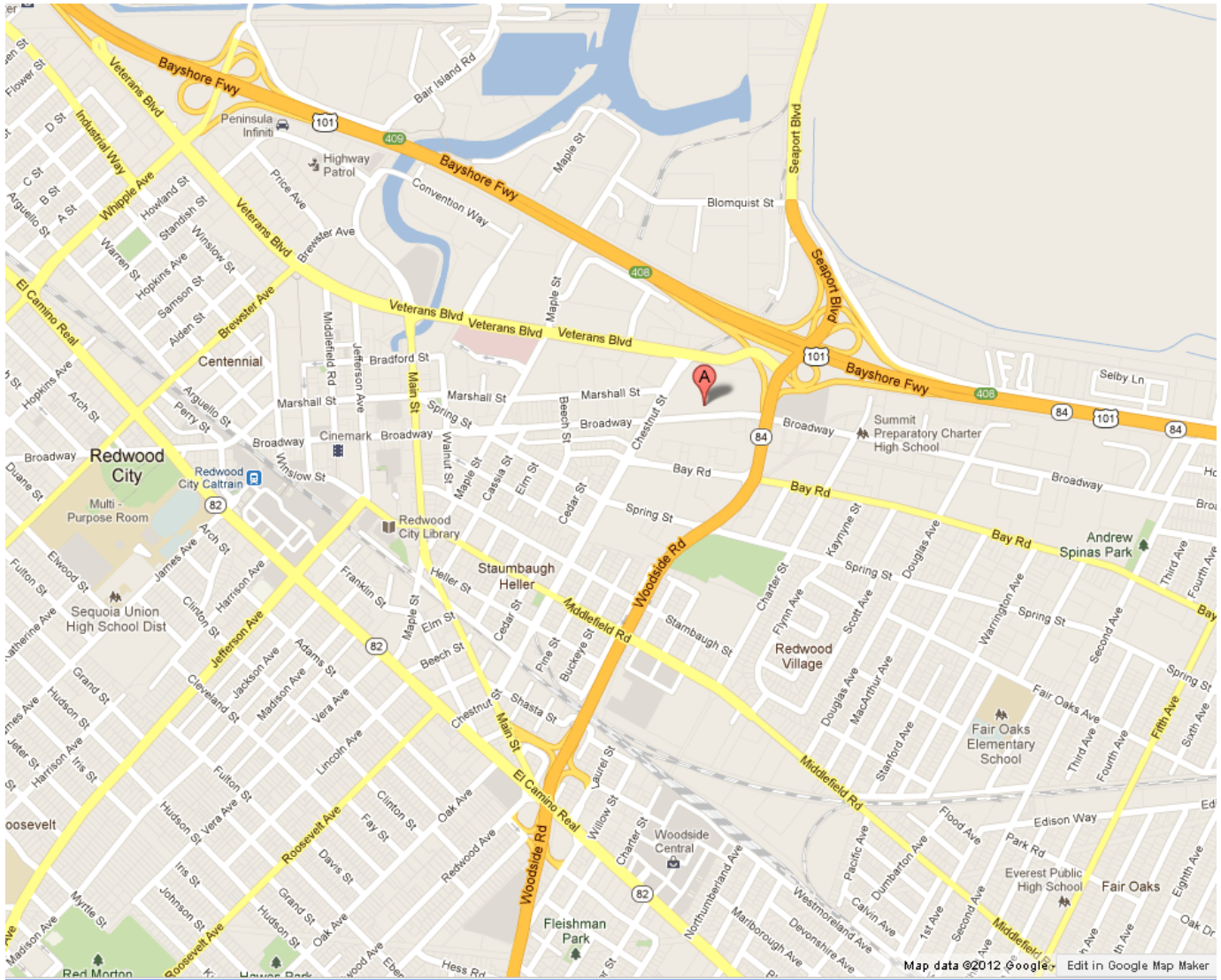
<b>MAY 15</b>	<b>@</b>	<u>Colma</u>
<b>JUNE 19</b>	<b>@</b>	<u>San Mateo</u>
<b>JULY 17</b>	<b>@</b>	<u>                    </u>

**Post by 5:00 P.M., Wednesday, April 11, 2012**

**NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Matthew Fabry at 650-599-1419, five working days prior to the meeting date.**

Public records that relate to any item on the agenda for a regular NPDES Technical Advisory Committee (TAC) meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the TAC. The TAC has designated C/CAG's office at 555 County Center, 5th Floor, Redwood City, for purpose of making those public records available for inspection. The documents are also available on the Countywide Program's website at [www.flowstobay.org](http://www.flowstobay.org), and C/CAG's website, at the link for agendas for upcoming meetings. The website is: <http://www.ccag.ca.gov>.

**MEETING LOCATION**  
**REDWOOD CITY PUBLIC SERVICES DEPARTMENT**  
**1400 BROADWAY, REDWOOD CITY**



2012 NPDES TAC Attendance Record			Month											
AGENCY AND NAME	Telephone #	Email Address	Jan*	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>SMCWPPP/ CCAG</b>														
Matt Fabry	599-1419	<a href="mailto:mfabry@co.sanmateo.ca.us">mfabry@co.sanmateo.ca.us</a>	X	X	X									
Richard Napier	599-1420	<a href="mailto:rnapier@co.sanmateo.ca.us">rnapier@co.sanmateo.ca.us</a>		X										
Sandy Wong	599-1409	<a href="mailto:slwong@co.sanmateo.ca.us">slwong@co.sanmateo.ca.us</a>												
<b>EOA, Inc.</b>														
Jon Konnan	510 832-2852 x111	<a href="mailto:jkonnan@eoainc.com">jkonnan@eoainc.com</a>	X	X	X									
Adam Olivieri	510-832-2852x115	<a href="mailto:awo@eoainc.com">awo@eoainc.com</a>												
<b>Regional Board</b>														
Sue Ma	510-622-2386	<a href="mailto:sma@waterboards.ca.gov">sma@waterboards.ca.gov</a>												
Selina Louie	510-622-2383	<a href="mailto:slouie@waterboards.ca.gov">slouie@waterboards.ca.gov</a>												
<b>Atherton</b>														
Steve Tyler	752-0570	<a href="mailto:styler@ci.atherton.ca.us">styler@ci.atherton.ca.us</a>												
<b>Belmont</b>														
Gilbert Yau	595-7425	<a href="mailto:gyau@belmont.gov">gyau@belmont.gov</a>												
Leticia Alvarez	595-7469	<a href="mailto:lalvarez@belmont.gov">lalvarez@belmont.gov</a>	X		X									
Dalia Corpus	595-7468	<a href="mailto:dcorpus@belmont.gov">dcorpus@belmont.gov</a>												
<b>Brisbane</b>														
Randy Breault	415-508-2130	<a href="mailto:rbreault@ci.brisbane.ca.us">rbreault@ci.brisbane.ca.us</a>	X											
Karen Kinser	415-508-2133	<a href="mailto:kkinser@ci.brisbane.ca.us">kkinser@ci.brisbane.ca.us</a>												
Shelley Romriell	415-508-2128	<a href="mailto:sromriell@ci.brisbane.ca.us">sromriell@ci.brisbane.ca.us</a>		X										
<b>Burlingame</b>														
Victor Voong	558-7230	<a href="mailto:vvoong@burlingame.org">vvoong@burlingame.org</a>	X	X	X									
Eva Justimbaste		<a href="mailto:eva.justimbaste@veoliawaterna.com">eva.justimbaste@veoliawaterna.com</a>												
Steve Daldrup		<a href="mailto:stephen.daldrup@veoliawaterna.com">stephen.daldrup@veoliawaterna.com</a>			X									
<b>Colma</b>														
Muneer Ahmed	757-8888	<a href="mailto:muneer.ahmed@colma.ca.gov">muneer.ahmed@colma.ca.gov</a>	X		X									
Brad Donohue				X										
<b>Daly City</b>														
Cynthia Royer	991-8203	<a href="mailto:croyer@dalcycity.org">croyer@dalcycity.org</a>	X											
Jesse Myott	991-8054	<a href="mailto:jmyott@dalcycity.org">jmyott@dalcycity.org</a>		X	X									
<b>East Palo Alto</b>														
Michelle Daher	853-3165	<a href="mailto:mdaher@cityofepa.org">mdaher@cityofepa.org</a>	X	X	X									
<b>Foster City</b>														
Norm Dorais	286-3279	<a href="mailto:ndorais@fostercity.org">ndorais@fostercity.org</a>		X	X									
Mike McElligott	286-8140	<a href="mailto:mmcelligott@fostercity.org">mmcelligott@fostercity.org</a>												
<b>Half Moon Bay</b>														
Muneer Ahmed		<a href="mailto:muneer@csgengr.com">muneer@csgengr.com</a>	X		X									
Brad Donohue				X										
<b>Hillsborough</b>														
Dave Bishop	375-7588	<a href="mailto:dbishop@hillsborough.net">dbishop@hillsborough.net</a>	X											
Jen Chen	375-7488	<a href="mailto:jchen@hillsborough.net">jchen@hillsborough.net</a>												
Catherine Chan		<a href="mailto:cchan@hillsborough.net">cchan@hillsborough.net</a>			X									
<b>Menlo Park</b>														
Rebecca Fotu	330-6765	<a href="mailto:rlfotu@menlopark.org">rlfotu@menlopark.org</a>	X	X	X									
Matt Ocamou	330-6742	<a href="mailto:mboscamou@menlopark.org">mboscamou@menlopark.org</a>												

\* January meeting held via conference call

2012 NPDES TAC Attendance Record			Month											
AGENCY AND NAME	Telephone #	Email Address	Jan*	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Millbrae</b>														
Khee Lim	259-2347	<a href="mailto:klim@ci.millbrae.ca.us">klim@ci.millbrae.ca.us</a>	X											
Anthony Riddell	259-2337	<a href="mailto:ariddell@ci.millbrae.ca.us">ariddell@ci.millbrae.ca.us</a>												
Kelly O'Dea	259-2448	<a href="mailto:kodea@ci.millbrae.ca.us">kodea@ci.millbrae.ca.us</a>			X									
<b>Pacifica</b>														
Raymund Donguines	738-3768	<a href="mailto:donguinesr@ci.pacifica.ca.us">donguinesr@ci.pacifica.ca.us</a>	X	X	X									
Elizabeth Claycomb	738-7361	<a href="mailto:claycombe@ci.pacifica.ca.us">claycombe@ci.pacifica.ca.us</a>												
<b>Portola Valley</b>														
Howard Young	851-1700x214	<a href="mailto:hyoung@portolavalley.net">hyoung@portolavalley.net</a>		X										
<b>Redwood City</b>														
Marilyn Harang	780-7477	<a href="mailto:mharang@redwoodcity.org">mharang@redwoodcity.org</a>	X	X										
Peter Vorametsanti				X										
<b>San Bruno</b>														
Gino Quinn	616-7169	<a href="mailto:gquinn@sanbruno.ca.gov">gquinn@sanbruno.ca.gov</a>												
Robert Howard	616-7179	<a href="mailto:rhoward@sanbruno.ca.gov">rhoward@sanbruno.ca.gov</a>												
<b>San Carlos</b>														
Ray Chan		<a href="mailto:rchan@cityofsancarlos.org">rchan@cityofsancarlos.org</a>												
<b>San Mateo, City</b>														
Shelli St. Clair	522-7342	<a href="mailto:sstclair@cityofsanmateo.org">sstclair@cityofsanmateo.org</a>	X	X	X									
Debra Bickel	522-7343	<a href="mailto:dbickel@cityofsanmateo.org">dbickel@cityofsanmateo.org</a>												
<b>San Mateo, County</b>														
Dermot Casey	372-6257	<a href="mailto:djcasey@co.sanmateo.ca.us">djcasey@co.sanmateo.ca.us</a>		X	X									
Julie Casagrande	599-1457	<a href="mailto:jcasagrande@co.sanmateo.ca.us">jcasagrande@co.sanmateo.ca.us</a>	X	X										
Mary Bell Austin	372-6259	<a href="mailto:maustin@co.sanmateo.ca.us">maustin@co.sanmateo.ca.us</a>												
Tim Swillinger	372-6245	<a href="mailto:tswillinger@co.sanmateo.ca.us">tswillinger@co.sanmateo.ca.us</a>												
Carole Foster		<a href="mailto:cfoster@smcgov.org">cfoster@smcgov.org</a>			X									
<b>So. San Francisco</b>														
Cassie Prudhel	829-3840	<a href="mailto:cassie.prudhel@ssf.net">cassie.prudhel@ssf.net</a>	X	X										
Rob Lecel	829-3882	<a href="mailto:rob.lecel@ssf.net">rob.lecel@ssf.net</a>			X									
Shoshana Wolff	829-3880	<a href="mailto:shoshana.wolff@ssf.net">shoshana.wolff@ssf.net</a>												
<b>Woodside</b>														
Gratien Etchebehere	851-6790	<a href="mailto:getchebehere@woodsidetown.org">getchebehere@woodsidetown.org</a>												
Dong Nguyen	851-6790	<a href="mailto:dnguyen@woodsidetown.org">dnguyen@woodsidetown.org</a>			X									
<b>Caltrans</b>														
John Michels	510-622-5996	<a href="mailto:jmichels@caltrans.ca.gov">jmichels@caltrans.ca.gov</a>												
<b>Guests/Public</b>														
Attendance			17	19	19	0	0	0	0	0	0	0	0	0

\* January meeting held via conference call

## **Upcoming Meetings, Work Shops, Trainings, etc. for Each Countywide Program Component**

- Technical Advisory Committee – committee usually meets 10:00 am to noon, third Tuesday of most months, location varies. **Next meeting is May 15 in Colma.**
- New Development – subcommittee usually meets 1:30 to 3:30 pm, first Tuesday of every other month. **Next meeting is June 12 at Redwood Shores Library at 399 Marine Parkway in Redwood City.**
- Public Information/Participation – subcommittee usually meets 10:00 am to noon, second Tuesday of every other month. **Next meeting is May 8 at Millbrae Community Center, 477 Lincoln Circle.**
- Municipal Maintenance – subcommittee usually meets noon to 1:00 pm (\$10.00 lunch), fourth Wednesday of the month quarterly. **Next meeting is August 22.**
- Parks Maintenance and Integrated Pest Management – work group usually meets 1:30 to 3:00 pm, fourth Tuesday of the month, approximately three times per year. **The next meeting is April 24 at Redwood City's Municipal Service Center, 1400 Broadway in Redwood City.**
- Trash – work group usually meets 10:00 to noon, fourth Wednesday each quarter at 550 Island Parkway, Belmont. **Next meeting TBD.**
- Commercial/Industrial/Illicit Discharge Control – subcommittee usually meets 1:00 to 2:30 pm, third Wednesday of the month quarterly. **Next meeting is June 20, at San Mateo County Environmental Health's offices, 2000 Alameda de las Pulgas, San Mateo. In addition, a CII Inspector Training Workshop is scheduled for April 25th at the South San Francisco Corporation Yard.**
- Watershed Assessment and Monitoring – subcommittee usually meets 10:00 am to noon, second Thursday of the month, approximately three times per year. **Next meeting will be in May 10 at County Environmental Health's offices, 2000 Alameda de las Pulgas, San Mateo.**

**Yellow highlight denotes recent change.**



**NPDES Stormwater  
Technical Advisory Committee (TAC)  
REPORT OF MEETING**

**TUESDAY, MARCH 20, 2012  
10:00 to NOON  
CITY OF FOSTER CITY**

**1. INTRODUCTIONS, ANNOUNCEMENTS, ADOPTION OF PREVIOUS MEETING REPORT, AND AGENDA REVISIONS**

Self-introductions were made. Matt Fabry, Program Coordinator, announced there would be an inspector's training workshop in South San Francisco on April 25. The February minutes were adopted as written. No changes were made to the agenda.

**PRESENTATIONS**

**A. PRELIMINARY 2012/13 COUNTYWIDE PROGRAM BUDGET**

Matt provided a brief introduction to the preliminary budget and Jon Konnan with EOA provided additional detail. The preliminary budget shows an increase of approximately \$600,000 over the previous year's budget projection for FY 2012/13 as a result of 1) adding \$300K under New Development for a green street retrofit in San Carlos that will also serve as a mercury/PCB retrofit, 2) an increase of \$150K for additional trash technical support to jurisdictions for transitioning through implementing short-term load reduction plans to developing long-term plans, and 3) an increase of \$150K for providing a mercury/PCB diversion project in San Carlos. Jon provided an overview of the updated budget spreadsheets, including details on the newly incorporated worksheet showing the Countywide Program's contributions to the over \$6 million in regional projects funded through the Bay Area Stormwater Management Agencies Association (BASMAA). The group also discussed contingency items such as support for a Proposition 218 process (previously budgeted at \$500K), ongoing legal support for permit appeals, litigation, and unfunded mandates (annually at \$75K), and possible funds for support in pursuing grant opportunities. Matt and Jon will work to finalize the preliminary budget for focused review and discussion with the ad-hoc budget work group, with the intent of providing the final draft budget at the April TAC meeting.

**B. PROPOSITION 218 DISCUSSION**

Matt provided an overview of the discussion presented at C/CAG's Congestion Management TAC last week soliciting feedback and level of interest in pursuing a countywide Proposition 218 effort to increase funding for meeting stormwater compliance mandates. Matt provided an overview of the current status of the Contra Costa County Clean Water Program's effort and the group discussed the pros and cons of pursuing a similar measure in San Mateo County. Concerns raised through the Contra Costa effort include the overall significant cost (\$1.5 million in Contra Costa, mostly due to printing and postage for multiple mailings to ~320,000 parcels), ongoing costs for items like annual audits and citizen oversight committees, public apprehension with a mail-out ballot, lack of knowledge about the Countywide Program, and resources required to respond to the many requests for information when ballots are on the street (over 1,000 calls already to Contra Costa staff). It was noted that at least one city has a budget set-aside to contribute to a countywide Proposition 218 effort.

**C. COUNTYWIDE PROGRAM COMMITTEE STRUCTURE DISCUSSION**

Matt provided an overview of the discussion presented at C/CAG's Congestion Management TAC last week soliciting feedback on possible options for providing additional management-level

committee involvement in the Countywide Program. Options presented to the CM TAC included reconvening C/CAG's NPDES Committee and appointing a combination of Public Works and Planning/Community Development Directors or adding a stormwater steering committee designation to the CM TAC and ensuring adequate representation of all 21 jurisdictions. Committee members generally supported higher-level involvement in the Countywide Program but there was some concern that it could be problematic for smaller municipalities to participate. Either option would require an action by the C/CAG Board. Matt will continue working with C/CAG's Executive Director Rich Napier to develop a proposal.

**D. REPORT ON MEETING WITH ASSEMBLYMEMBER GORDON**

As reported last month, in response to a letter from the Santa Clara Valley program to its local legislative delegation regarding the State's broken process for annually adopting permit fees through emergency regulations, Matt, Rich Napier, C/CAG Deputy Director Sandy Wong, and Adam Olivieri from the Santa Clara stormwater program met with Assemblymember Rich Gordon to discuss the fee issue and other stormwater funding and regulatory obstacles. Mr. Gordon expressed an interest in having San Mateo and Santa Clara program staff work with his staff to explore potential solutions, both legislatively and through the State's budget process, to some of the issues.

**E. BASMAA/CASQA UPDATES**

Matt reported that two grant applications were submitted by BASMAA for funding under the EPA's San Francisco Bay Water Quality Improvement Fund. The first, on which BASMAA was a partner with the primary applicant, the San Francisco Estuary Partnership, is seeking funding for trash capture devices and monitoring/verification of some of the load reduction methodologies identified in the BASMAA regional trash reports. The second, on which BASMAA was the applicant, was for additional funding for mercury/PCBs efforts focused on compiling and evaluating the various pilot project efforts under the Municipal Regional Permit to provide direction for the next permit term. Jon reminded the group that there are revisions underway to the Annual Reporting forms and guidance, with most of the planned modifications in the C.3 New Development and C.10 Trash sections. Proposed revisions are being presented to the New Development Subcommittee and Trash Work Group. Matt reported that CASQA Board members continue to meet with State and Regional Board staff to discuss opportunities to improve municipal stormwater permitting language and processes. As a new CASQA Board member, Matt will try to get more involved in this effort to help represent Bay Area interests.

**2. SUBCOMMITTEE AND WORKGROUP REPORTS –**

**A. PUBLIC INFORMATION/PARTICIPATION**

Car wash discount cards/tip cards were provided to PIP reps at last week's meeting. Timothy Swillinger provided an update on the Regional Advertising Campaign's "Be the Street" litter reduction campaign. Jurisdictions can post spring cleanup events on the flowstobay website. Matt indicated the overall PIP budget is fixed, but the committee would be considering areas to rearrange funding within the PIP program, including potential upgrades to the flowstobay website.

**B. COMMERCIAL/INDUSTRIAL AND ILLICIT DISCHARGE**

No update, meets March 21.

**C. NEW DEVELOPMENT**

Meeting summary was included in agenda packet.

**D. MUNICIPAL MAINTENANCE ACTIVITIES**

**1) MUNICIPAL MAINTENANCE SUBCOMMITTEE**

Meets March 28.

**2) TRASH WORKGROUP**

Meets March 28.

**3) PARKS MAINTENANCE & IPM WORKGROUP**

Annual training workshop was in February, next meeting in April.

**E. WATERSHED ASSESSMENT AND MONITORING**

Meets next in April or May.

**3. PUBLIC COMMENTS**

There were no members of the public at the meeting.

**4. NEXT MEETING**

The next TAC meeting will be held on April 17 at 10 am in Redwood City.

**MEETING ADJOURNED**

DRAFT



## **NPDES Technical Advisory Committee**

### **Agenda Report**

**Date:** April 17, 2012  
**Item:** 2A  
**From:** Matthew Fabry, Program Coordinator  
**Subject:** Approval – Draft 2012/13 Countywide Program Budget

#### Summary

The attached worksheets present the summary details of the draft 2012/13 Countywide Program budget.

#### Recommendations

Review and approve submittal of the draft 2012/13 Countywide Program budget to the C/CAG Board of Directors for final approval as part of the overall C/CAG budget for 2012/13.

#### Discussion

The preliminary budget was presented to the TAC at the March meeting. An updated version was provided for review to the members of the ad-hoc Budget Work Group and discussed on a conference call. The Work Group provided feedback to staff and may provide additional feedback to the TAC during the meeting.

#### Major highlights:

- Total expenditures for FY 2012/13 are projected to be approximately \$1 million greater than was estimated last year – this is due to a variety of factors, but primarily a result of providing additional funding for a green street retrofit in San Carlos to meet both pilot green street and PCBs/Mercury treatment retrofit requirements (\$300K), additional support to jurisdictions on trash control requirements for implementing short-term load reduction plans and developing long-term plans (\$150K), additional funding for the PCB-related stormwater to wastewater treatment plant diversion project in San Carlos (\$150K), increased funding for a potential Proposition 218 process (\$1.05 million vs. \$500K total, with FY 2012/13 cost estimates increasing by \$230K), and inclusion of additional anticipated contingency costs for things like grant applications, commenting on regulatory actions, and supporting the funding options workgroup (\$65K), and other miscellaneous compliance tasks.
- Initial fund balance (not including \$225K reserve fund) is projected at approximately \$1.3 million and proposed to be fully expended in 2012/13.
- Budget assumes unrestricted use of Measure M (\$10) vehicle license fees for program activities and is used to make up the shortfall between property tax revenues and the fund balance, in addition to focused use of the \$4 vehicle license fees on the San Carlos green street project (\$300K). Moving into future years, Countywide Program costs are projected to be covered through a combination of property tax revenues and the Measure M vehicle license fees.

- No shortfall is projected at the end of the permit term and a small accumulation of Measure M funds is projected (approximately \$100K). The \$4 VLF is not planned for meeting compliance costs after 2012/13 and proposed programs for using accumulated funds will be presented to the TAC in May.
- To provide greater clarity for the overall budget, miscellaneous compliance tasks that were previously included in individual provision worksheets (EOA support of TAC meetings, CASQA committees, and BASMAA Board meetings and annual report trainings) are consolidated into a “Miscellaneous Compliance” worksheet and anticipated contingency items (grant applications, litigation/permit appeal/unfunded mandates, Prop 218, commenting on regulatory actions, support of funding options workgroup, etc.) are detailed on a new “Contingency” worksheet.
- As recommended last year, unused litigation/permit appeal/unfunded mandate funding from 2011/12 was transferred into the reserve fund (approx. \$25K).
- Previous budgets included “revenue” from the \$5 million U.S. EPA grant to BASMAA for PCBs/mercury work. This has been removed from the current budget since it is not actual revenue seen by the program (goes directly to BASMAA, but the Countywide Program benefits proportionally), and the proposed budget only shows the required matching fund contributions for our program.
- In preparing the budget for this year, staff made an effort to provide additional clarity on the provision worksheets, resulting in some cases in shifting funds from one worksheet to another. For example, support for the Parks Maintenance and IPM work group was previously shown on the Municipal Maintenance Provision C.2 worksheet and support for the TAC was shown on the Provision C.4 worksheet – these items were moved to the Provision C.9 and Miscellaneous Compliance worksheets, respectively. As a result of these and other similar cleanup efforts, projected compliance costs increased for some provisions and decreased for others, in addition to actual increased cost estimates detailed above.
- Budget estimates are provided to the best of staff’s ability for the remainder of the MRP permit term; however, compliance costs for future FYs will need to be reevaluated during the budget review and approval process each year as compliance projects move forward and evolve. Fiscal Year 2014/15 includes significant uncertainty, as the estimated compliance costs are through the end of the permit term, which is approximately halfway through the fiscal year. It is unknown at this time what compliance costs may be under a new permit, assuming it is reissued in a timely fashion.
- A significant portion of Countywide Program compliance efforts are achieved through participation in regional projects through BASMAA. These projects and associated costs are detailed on a specific BASMAA worksheet.

Staff is recommending TAC approval of the draft budget for inclusion in the overall C/CAG 2012/13 budget that is scheduled for initial review at the May Board of Directors meeting and final approval in June.

DRAFT April 11, 2012

San Mateo Countywide Stormwater Program  
Three Year Planning-level Budget Projections - Summary

Specific Budget Details for FY 2012-13

Estimated Beginning Fund Balance	\$1,325,256	\$0	\$0
Beginning Reserve Fund Balance	\$224,249	\$224,249	\$224,249
<b>NPDES PROGRAM PROJECTED REVENUES</b>			
Investment Income	\$8,000	\$0	\$0
Member Contributions (Assessments not on Tax Roll)	\$112,133	\$113,142	\$114,160
Property Tax Assessments	\$1,399,749	\$1,412,347	\$1,425,058
Total Assessment/Interest Revenues	\$1,519,882	\$1,525,489	\$1,539,218
Total Source of Funds	\$2,845,138	\$1,525,489	\$1,539,218

MRP Compliance Tasks	FY 12/13	FY 13/14	FY 14/15	Total	Change Compared to Last Year's Estimates
Miscellaneous Compliance	\$60,440	\$60,440	\$60,440	\$181,320	\$181,320
C.2 Municipal Operations	\$57,000	\$37,000	\$37,000	\$131,000	-\$45,000
C.3 New Development and Redevelopment	\$461,724	\$90,824	\$85,824	\$638,372	\$160,940
C.4 Industrial and Commercial Site Controls	\$50,000	\$65,000	\$50,000	\$165,000	-\$132,000
C.5 Illicit Discharge Detection and Elimination	\$45,196	\$27,196	\$27,196	\$99,588	\$27,588
C.6 Construction Site Control	\$31,000	\$24,000	\$24,000	\$79,000	-\$11,000
C.7 Public Information and Outreach	\$330,238	\$333,441	\$310,803	\$974,482	\$32,887
C.8 Water Quality Monitoring	\$523,400	\$541,540	\$501,980	\$1,566,920	-\$21,776
C.9 Pesticides Toxicity Controls	\$122,310	\$102,310	\$102,310	\$326,930	\$58,300
C.10. Trash Load Reduction	\$253,774	\$253,774	\$160,524	\$668,072	\$353,072
C.11 Mercury Controls & C.12 PCBs Controls	\$276,327	\$186,032	\$53,128	\$515,487	\$281,948
C.13 Copper Controls	\$15,000	\$5,000	\$0	\$20,000	-\$34,200
C.14 PBDEs, Legacy Pesticides, and Selenium	\$0	\$0	\$0	\$0	-\$12,960
C.15 Exempted and Conditionally Exempt Discharges	\$20,000	\$30,000	\$10,000	\$60,000	\$0
<b>Compliance Task Subtotal:</b>	<b>\$2,246,408</b>	<b>\$1,756,557</b>	<b>\$1,423,205</b>	<b>\$5,426,171</b>	<b>\$839,119</b>
<b>Change Compared to Last Year's Estimates:</b>	<b>\$658,131</b>	<b>\$141,438</b>	<b>\$39,551</b>	<b>\$839,119</b>	

Last Year's Estimates:

FY 12/13	FY 13/14	FY 14/15	Total
\$0	\$0	\$0	\$0
\$72,000	\$52,000	\$52,000	\$176,000
\$171,836	\$152,473	\$153,122	\$477,432
\$92,000	\$109,000	\$96,000	\$297,000
\$36,000	\$18,000	\$18,000	\$72,000
\$20,000	\$35,000	\$35,000	\$90,000
\$300,657	\$305,885	\$335,053	\$941,595
\$538,536	\$541,128	\$509,032	\$1,588,696
\$103,040	\$80,920	\$84,670	\$268,630
\$100,000	\$150,000	\$65,000	\$315,000
\$99,848	\$124,314	\$9,377	\$233,539
\$21,400	\$16,400	\$16,400	\$54,200
\$12,960	\$0	\$0	\$12,960
\$20,000	\$30,000	\$10,000	\$60,000
<b>\$1,588,278</b>	<b>\$1,615,120</b>	<b>\$1,383,654</b>	<b>\$4,587,051</b>

Note: subtracted EPA grant from above mercury/PCBs budgets.

Program Management and Oversight

Consulting Services

MRP Compliance Tasks from above	\$2,246,408	\$1,756,557	\$1,423,205	\$5,426,171
Program Coordinator	\$190,000	\$190,000	\$190,000	\$570,000

Professional Dues & Membership

BASMAA Dues (population based)	\$37,305	\$38,051	\$38,812	\$114,168
CASQA Dues (population based)	\$8,250	\$8,415	\$8,583	\$25,248
Regional Monitoring Program Dues (population based)	\$84,748	\$86,443	\$88,172	\$259,363

Professional Services

County Tax Controller's Fee (\$0.33 per parcel)	\$73,157	\$74,620	\$76,113	\$223,890
Engineering Data Services - Property Tax Assessments	\$16,123	\$16,445	\$16,774	\$49,343
C/CAG Lobbyist - SMCWPPP Share	\$36,000	\$36,000	\$36,000	\$108,000

Administrative Services

Executive Director, Admin Assistant of C/CAG	\$35,000	\$35,000	\$35,000	\$105,000
Administrative/Office Expenses	\$10,250	\$10,455	\$10,664	\$31,369

Distributions

Member Agency Support/Distributions	\$1,000	\$1,000	\$1,000	\$3,000
-------------------------------------	---------	---------	---------	---------

Other

Printing/Postage	\$2,500	\$2,500	\$2,500	\$7,500
Conferences and Meetings	\$5,000	\$5,000	\$5,000	\$15,000
Miscellaneous	\$1,000	\$1,000	\$1,000	\$3,000

Total: \$2,746,741 \$2,261,487 \$1,932,823 \$6,941,052

Contingency Tasks (see separate worksheet) \$771,544 \$456,544 \$246,544 \$1,474,632

Grand Total: \$3,518,285 \$2,718,031 \$2,179,367 \$8,415,684  
FY 12/13 FY 13/14 FY 14/15 Total

TRANSFER TO RESERVES \$0 \$0 \$0

TOTAL USE OF FUNDS \$3,518,285 \$2,718,031 \$2,179,367  
PROPERTY TAX, MEMBER, INVEST REVENUE \$1,519,882 \$1,525,489 \$1,539,218  
FUND BALANCE \$1,325,256 \$0 \$0  
\$4 VEHICLE LICENSE FUNDS UTILIZATION \$300,000 \$0 \$0  
\$10 VEHICLE LICENSE FUNDS UTILIZATION \$373,148 \$1,192,542 \$640,149

ENDING FUND BALANCE \$0 \$0 \$0

ENDING RESERVE FUND BALANCE \$224,249 \$224,249 \$224,249

## Contingency Costs Estimates

Task	Due Date	Regional	Countywide Prog.	City/Town	Estimated SMCWPPP Cost				Assumptions	Eligible for VLF Use?
					FY 12/13	FY 13/14	FY 14/15	Total		
Assist with applying for grant funding			✓		\$50,000	\$50,000	\$50,000	<b>\$150,000</b>	Two grant applications per year at \$25K each with entire cost to Countywide Program. However, for regional projects cost sharing with other BASMAA agencies may be possible.	
Assist with Funding Options Workgroup			✓		\$9,024	\$9,024	\$9,024	<b>\$27,072</b>	4 hrs/month for JK.	
Assist with commenting on selected regulatory actions (e.g., Basin Plan amendments)			✓		\$7,520	\$7,520	\$7,520	<b>\$22,560</b>	40 hours for JK.	
Support related to any permit appeals			✓		\$0	\$0	\$0	<b>\$0</b>	Covered under "litigation support" line item.	
Litigation support			✓		\$75,000	\$75,000	\$75,000	<b>\$225,000</b>	Same budget line item suggested for previous years - any unused portion should rollover each year.	
Support related to unfunded mandate test claim			✓		\$0	\$0	\$0	<b>\$0</b>	Covered under "litigation support" line item.	
Countywide Prop 218 election			✓		\$630,000	\$315,000	\$105,000	<b>\$1,050,000</b>	Scaled CCCWP's \$1.5M cost based on SMCWPPP's population which is about 70% of CCCWP's. Spend 60% of budget year 1, 30% year 2, and 10% year 3. Note CCCWP outreach was possible insufficient, but no adjustment made for that.	
					<b>\$771,544</b>	<b>\$456,544</b>	<b>\$246,544</b>	<b>\$1,474,632</b>		
					<b>FY 12/13</b>	<b>FY13/14</b>	<b>FY 14/15</b>	<b>\$1,474,632</b>		

Note: above tasks will only be conducted with prior approval (on a case by case basis).

## Miscellaneous Compliance Costs

MRP Provision	Task	Due Date	Regional	Countywide Prog.	City/Town	Estimated SMCWPPP Cost				Assumptions	Eligible for VLF Use?
						FY 12/13	FY 13/14	FY 14/15	Total		
<b>All</b>	Various Program Staff tasks related to management of Countywide Program, including assisting Program Coordinator with and attending TAC meetings, monthly meetings with Program Coordinator, refining and documenting Countywide Program procedures, helping municipal staff understand what they need to do to achieve MRP compliance by preparing guidance materials for posting on flowstobay.org and responding to e-mails and phone calls on a variety of topics, helping municipalities respond to RWB staff reviews of Annual Reports, and compiling the Countywide Program budget, self-audit, and Annual Report.	Ongoing		✓		\$27,072	\$27,072	\$27,072	<b>\$81,216</b>	12 hrs/month for JK. TAC meets monthly.	
<b>All</b>	Program staff participate in selected CASQA committees and update regulatory tracking spreadsheet.	Ongoing		✓		\$9,600	\$9,600	\$9,600	<b>\$28,800</b>	4 hrs/month for FJ	
<b>All</b>	Program Staff conduct annual workshop (usually in July) to help train municipal staff on filling out Annual Report forms.	Ongoing		✓		\$14,744	\$14,744	\$14,744	<b>\$44,232</b>	24 hrs each for 3 staff to prepare and attend and \$2K for refreshments.	
<b>All</b>	Program Staff assist with participation in activities of the BASMAA Board of Directors and coordinating BOD activities with Countywide Program activities.	Ongoing		✓		\$9,024	\$9,024	\$9,024	<b>\$27,072</b>	4 hrs/month for JK	
<b>Total Estimated Annual Cost:</b>						<b>\$60,440</b>	<b>\$60,440</b>	<b>\$60,440</b>	<b>\$181,320</b>		
						<b>FY 12/13</b>	<b>FY13/14</b>	<b>FY 14/15</b>	<b>\$181,320</b>		

## NPDES Technical Advisory Committee Agenda Report

**Date:** April 17, 2012  
**Item:** 2B  
**From:** Matthew Fabry, Program Coordinator  
**Subject:** Water Board Review of Provisions C.4, C.5, and C.6 In 2010/11 Annual Reports

### Summary

Reminder to TAC representatives that Water Board staff's annual report completeness review letter and associated tables for Provisions C.4, C.5, and C.6 were provided electronically and municipal staff should review the relevant information for their jurisdiction.

### Recommendation

Review Water Board letter and tables and ensure that 2011/12 annual reports do not include similar deficiencies.



## **NPDES Technical Advisory Committee Agenda Report**

**Date:** April 17, 2012  
**Item:** 2C  
**From:** Matthew Fabry, Program Coordinator  
**Subject:** 2011/12 Annual Report Forms and Guidance/Training

### Summary

BASMAA submitted proposed revisions to the Annual Report forms for 2011/12 to the Water Board on April 1, as allowed under the MRP. Countywide Program staff is requesting feedback from TAC representatives on general interest and need in another training session on annual reporting.

### Recommendation

Provide feedback to staff on interest and need for another training session in FY 2012/13 on annual reporting.

### Discussion

BASMAA is awaiting feedback from Water Board staff on proposed Annual Report revisions and anticipates sending the final forms to copermittees in the next several weeks. The draft 2012/13 Countywide Program budget includes funding for training workshops annually on how to fill out the annual reports. While the 2010/11 annual reporting by San Mateo County copermittees was much better than in 2009/10, Water Board staff continued to highlight issues in review letters and made numerous requests for clarifications to copermittees. Therefore, Countywide Program staff are assuming another training session would be useful, but requests feedback from TAC representatives.

**\*DRAFT\***

**Public Information and Participation Subcommittee Meeting Summary**  
City of Millbrae-Community Center

**Meeting Date:** March 13, 2012

**Subcommittee Action:** Approval of minutes from January 10 PIP meeting.

**Requested Technical Advisory Committee Action or Feedback/Guidance (if any):** None

**Announcements:**

- Millbrae has passed a ban on single use carry-out bags. It will be implemented on September 1. San Mateo County is moving forward with a bag ban, and has selected a consultant to implement an EIR.
- The 2012-13 PIP workplan for Environmental Health is being revised. The total contract dollar will remain the same, but some shifts will take place between categories. One such shift will allow for Environmental Health to assume the position of BASMAA PIP chair for the 2012-13 fiscal year. Other changes will be communicated to PIP via emails for feedback.

**Outreach Report**

- School Outreach: All elementary school assemblies have been scheduled for this year and will wrap up in May. The Banana Slug String Band Contract will be extended for one year, with a goal for 2012-13 to reach schools that have not been reached in the previous two years. Rock Steady Science is continuing to schedule high schools and is on track to meet their contract requirements by the end of June, when their contract expires. Environmental Health is considering combining funds from Stormwater and Used Oil to partner with Recycleworks to develop in-house collaborative Jr. High and High School Outreach for 2012-13. This option is currently being evaluated. Science Fair judging took place on January 31, and a special award was presented to the winning student on behalf of SMCWPPP.
- Car Wash Outreach: New 2012 discount card is now being distributed attached to the tip card, and all partners have been contacted and updated. Environmental Health is moving forward with Ducky's promoter to pilot a car wash/school fundraising program. A description of the project is available for review on the flowstobay password protected page. Most elementary schools and middle schools have received an initial email blast. According to the promoter, there is great interest in the associated T-shirt contest. The program will be reviewed during the July PIP meeting.
- PCO Outreach: On January 19, a packet was mailed to all registered pest control operators in San Mateo County, from a list that was obtained by the County Agricultural Commissioner. The packet contained a cover letter urging pest control operators to become IPM certified and inform SMCWPPP when that occurs so they can be placed on a new web page. The packet also contained informational flyers on how to become IPM certified. One flyer was for the Ecowise Online Training for Structural Pest Control, and the other promoted a seminar through the Pest Applicators Professional Association for Landscapers. At this time, no pest control operators have responded requesting to be added to the website. M. Fabry informed Jan O'Hara of the State Water Board of our efforts and it appears this will fulfill the requirement outlined in the MRP.
- Outreach Materials: Quantities of the new car wash tip cards with the 2012 coupon attached and flowstobay business card were distributed to PIP members, and all other outreach materials were displayed for the benefit of new PIP members. Reusable bags for giveaways were ordered from Chicobag and will be available in late April.

## Community Action Grant

The 2012 Community Action Grant Program had the highest number of applicants ever. Six applicants will be awarded grants for their program / project instead of the customary five. While all final reports have been received from the 2011 awardees, most came in after the final deadline for submission of December 31. A discussion needs to take place at the next PIP meeting regarding whether accept reports beyond the deadline.

## Regional Campaigns Report

- *BASMAA Regional Ad Campaign:* A mother brand has been established by SGA that will be used on the litter campaign. A branding guide was sent out to the PIP committee last week explaining the origin and how the brand will be tailored to specific jurisdictions. This guide is on the password protected PIP page.
  - The youth resources council has 36 members and has provided feedback for surveys and branding.
  - Pre-surveys are taking place in high schools, including Woodside High School and Oceana High School.
- *BASMAA Media Relations:* There have been four regional press releases thus far: #1 was on litter related to Coastal Cleanup Day; #2 was a rainy season auto care release; #3 was a joint release with BAAQMD on wrapping paper; #4 was a litter release, on February 2, outlining the baseline trash survey, and was picked up in several major newspapers and radio stations. The 5<sup>th</sup> release is in the works at this time and will likely focus on pesticides and the IPM advocates.
- *Our Water Our World Pesticide Campaign.* Environmental Health has developed an alternative labeling for Home Depot stores that has been approved by all 5 San Mateo County Home Depot stores. It will be implemented during the current round of material updating that takes place every spring. Environmental Health and the San Mateo County IPM advocate conducted a promotional tabling outreach event at South San Francisco Orchard Supply Hardware (a partner store) on March 10.
- *SF Bay Protection Campaign:* SFEP Got Ants Campaign is now under contract. There is a link on their website, SFEstuary.org to view up-to-date information on the Bay Protection and Behavior Change Campaign (click Solutions/Our Project on left column). Marketing is slated for fall 2012. • BASMAA has approved \$15k for the development of a regional brand, bringing the total budget to \$35k. Contra Costa and others have expressed a desire for the campaign to include the Delta and all waterways that feed it. • The deadline for the Urban Waters Grant was short, and was not reached. A boilerplate grant application is being developed to speed up the future grant application process when other grants become available. • The working group is formulating a creative brief using 3 components: who we are/where we've been (mission statement), who's our audience, and a vision statement. The brief will be supplied to Genius Rocket in order to begin the process of brand development. The focus will be on youth. Baywise.org will eventually revise their site with a new URL and redirect to the behavior change campaign once it is close to being launched. • For a description of the campaign, see the PIP password protected web page.

## Watershed Group Collaboration

- Spring Cleaning SMC web page has been launched and has 13 events posted. Interior bus ads will be up in busses for 90 days beginning April 1. Newspaper ads promoting the program are being considered. All cities can view this page to keep tabs on cleanups in their community. Cities may want to contact any cleanup coordinators in order to work with them to get trash collection data for reporting purposes.
- Watershed groups from our online guide have been notified of the campaign and have been sent the posting form. One group has been added to the permanent resource guide.
- Lynn Adams from the Pacifica Beach Coalition presented a summary of her organization's efforts to organize volunteers for trash cleanups.

## Subcommittee Work That Affects Other Subcommittees:

Trash Work Group needs to be informed of litter cleanup events that take place in each city.

**Next Steps:** Environmental Health will deliver reusable Chicobags to cities when they arrive in late April.

**Next Meeting Date:** May 8, 2012, from 10-12 at Millbrae Community Center, 477 Lincoln Circle.

## **DRAFT CII Subcommittee Report**

**Meeting Date:** March 21, 2012

### **Subcommittee Actions:**

- Agreed that the December subcommittee meeting summary was acceptable.
- Agreed to distribute the web link for the EPA Order of Sims Metal Management's Port of Redwood City facility.
- Agreed to update the Stormwater Illicit Discharge Coordinators and Stormwater Business Inspectors contact list on the Countywide Program's website ([www.flowstobay.org](http://www.flowstobay.org)).

**Requested Action or Feedback/Guidance (if any):** None.

### **Other Information/Announcements:**

- **Bay Area Pollution Prevention Group.** The BAPPG budget and workplan for FY12-13 are available. BAPPG is developing a copper algaecide fact sheet that will be distributed through the OWOW program.
- **Regional Campaign.** The San Francisco Bay Protection & Behavior Change Campaign is in the process of developing a logo and tag line. The Executive Group includes representatives from City of San Jose, SFEP, BACWA, BAPPG, BASMAA and SFPUC.
- **EPA Enforcement Order for Redwood City Industry.** Sabrina Mih, CEH, provided information on the U.S. EPA enforcement order for Sims Metal Management's Port of Redwood City facility following their inspection and sampling to determine compliance with the Industrial Storm Water Permit. The EPA first inspected the site due to a complaint. Kristin will send the web link with more details to the Subcommittee (<http://www.epa.gov/region9/water/npdes/compliance.html#sim-metal>).
- **Information from the Annual Reports.** Selina Louie, Water Board staff, communicated with Matt Fabry that she sees a lack of understanding in San Mateo County Annual Reports that the mobile business requirements in C.5.d.iii apply to all mobile business and not just those hired by the Permittees. Information from the Annual Report was reviewed. One observation was the majority of Permittees reported on both their individual hiring practices and the mobile business program in their service area. The members discussed methods for identifying lists of different types of mobile businesses that may operate in their service area.
- **BASMAA's Municipal Operations Committee.** The BASMAA project to develop BMPs and a training video for automotive washing and carpet cleaning mobile businesses and a web-based application to share enforcement actions for mobile businesses is still waiting for the final contract for the training video.
- **Water Utilities.** The formation of an ad hoc Water Utility Training Work Group was approved at the February TAC meeting. Kristin emailed TAC representatives from the 11 SMCWPPP members that are also water purveyors (as indicated in their Annual Reports) and requested contacts for the Work Group. Eight of the eleven TAC representatives replied with contact information. A meeting will be planned for April.
- **Training Work Group Update.** The Training Work Group asked for volunteers to be a part of the IDDE panel discussion at the upcoming Training Workshop. Ward Donnelly and Shelli St. Clair volunteered. The Group also asked for volunteers to be Facilitators during the

Group Exercise at the training. There were no volunteers at the meeting so Kristin will email a request for volunteers to the larger email list. A request was made to look into video recording the Training Workshop.

- **CEH.** Dermot reported that the second quarter inspections have been posted to the Countywide Program's web site ([www.flowstobay.org](http://www.flowstobay.org)), except for two cities.
- **Contact Lists.** A request was made to update the Stormwater Illicit Discharge Coordinators and Stormwater Business Inspectors contact list on the Countywide Program's website. Kristin will send the most recent tables from the January 2011 orientation training by email for members to confirm or revise the contacts listed.
- **Survey.** Matt sent a survey to TAC representatives on their data collection methods. The TAC is considering developing tools and procedures to make MRP mandated data collection activities easier/more efficient.

### **Subcommittee Work That Affects Other Subcommittees:**

**Next Steps:** The Training Work Group will send out a registration flyer for the Training Workshop scheduled for April 25.

**Next Meeting Date:** Subcommittee will meet next on Wednesday June 20, 2012 at 1:00 pm.

## **DRAFT New Development Subcommittee Meeting Summary**

**Meeting Date:** April 3, 2012

**Present:** David Huynh, Atherton; Gilbert Yau, Belmont; Stephen Daldrup, Burlingame; Michael Laughlin, Colma; Jeanne Naughton, Daly City; Laura Prickett, EOA; Michelle Daher, East Palo Alto; Muneer Ahmed, Half Moon Bay; Catherine Chan, Hillsborough; Shaun Mao, Menlo Park; Elizabeth Claycomb, Pacifica; Patti Schrottenboer and Jimmy Tan, Redwood City; Laura Russell, San Bruno; Gavin Moynahan, San Carlos; Camille Leung, County of San Mateo; Matt Fabry, Countywide Program; and Cassie Prudhel, South San Francisco

### **Subcommittee Actions:**

1. Approved summary of the February Subcommittee meeting.

**Requested Technical Advisory Committee Action or Feedback/Guidance (if any):** None.

### **Other Information/Announcements:**

1. **Construction General Permit (CGP) Numeric Effluent Limits (NELs).** An amendment will (1) delete NELs for pH and turbidity for Risk Level 3 and LUP Type 3 projects, and (2) add receiving water monitoring triggers at the levels of former NELs. (NELs still apply to active treatment systems.)
2. **Special Projects Reporting.** Attendees commented that the first semi-annual reporting on Special Projects went reasonably well.
3. **Special Projects Worksheet.** The final worksheet was reviewed and is on the Program's website.
4. **Final Site Design Flyer for Small Projects.** Reviewed the final flyer and discussed Provision C.3.i requirements, which go into effect December 1, 2012.
5. **C.3 Forms Update.** Reviewed the following draft forms (which are each a section of the comprehensive C.3/C.6 Checklist): Summary of Stormwater Requirements, Project Applicant Stormwater Checklist, C.3 and C.6 Data Collection Form, Project Close-Out Form. Reviewed two pre-existing forms, which each contain some questions from the C.3/C.6 Checklist.
6. **C.3.i Site Design Flyer.** The final flyer was reviewed and is on the Program's website.
7. **Feasibility Worksheets.** The Santa Clara Valley program plans to update their feasibility worksheets; the Countywide Program will review that update and consider making similar changes.
8. **C.3 Technical Guidance Update.** Appendix B example projects and the combined flow/volume hydraulic sizing procedure in Section 5.1 are being updated; other minor items may be updated.
9. **Bransten Road Green Street.** San Carlos is initiating project design, with funding from EPA (through BASMAA) and the Countywide Program's Green Streets and Parking Lots Program.
10. **BASMAA Projects.** The Bay Area Stormwater Management Agencies Association:
  - Is collecting green street reporting data for projects that will meet the C.3.b.iii requirements.
  - Completed a draft of pervious paving standard specifications per Provision C.3.i; three additional fact sheets will be prepared. Final fact sheets should be ready by July.
  - Agreed with Water Board staff comments on how to address Water Board staff concerns regarding the Feasibility Report submitted on May 1, 2011.
  - Is preparing guidance for referring to the Washington State TAPE program when reporting whether non-LID treatment measures in Special Projects are certified by a government agency.
11. **Water Board Staff Review of Annual Reports.** Reviewed Water Board staff comments on the Provision C.6 section of annual reports. The main concern was that many agencies left blank spaces instead of answering questions (agencies should at least explain why a question is not applicable).
12. **Architectural Copper BMPs** need to be phased in this fiscal year. Reviewed final flyer on the BMPs.
13. **Informing decisionmakers of MRP requirements:** Discussed forums/methods of communication.

**Work That Affects Other Subcommittees:** None



**Next Steps:**

- Comments on BASMAA's draft pervious paving fact sheet are due to Laura Prickett by April 11.
- Comments on the draft C.3 forms are due to Laura Prickett by April 17.
- Comments on the draft update of the C.3 Technical Guidance will be due two weeks after Laura Prickett emails the draft to the Subcommittee.
- Consider preparing Conditions of Approval to help agencies implement new requirements.

**Next Meeting:** June 12, 2012

**Training Work Group**  
**Draft Summary – March 21, 2012 Meeting**

Attendees:

Dermot Casey, County of San Mateo  
Rob Lecel, City of South San Francisco  
Catherine Allin, Millbrae  
Kristin Kerr, EOA, Inc.

**Agreements Reached**

1. The following draft agenda items:
  - a. Regulatory Update will be presented by Kristin (20 minutes). The update will look at stormwater regulations, MRP requirements, SMCWPPP structure and Industrial General Permit. The regulatory update should provide basic information for new staff to the stormwater program. Provide definitions when appropriate. It is o.k. to use material from the Orientation Training Binder. Inspectors want to know where their legal authority comes from (i.e., local ERP).
  - b. County Environmental Health Business Inspection Work Flow will be presented by Dermot (20 minutes). The presentation will discuss the CEH agreements with cities, types of facilities inspected & frequency, inspection documentation including pictures and video, follow-up by CEH staff and follow-up by city staff.
  - c. Joanne, CEH, will give a 5 minute presentation on mobile food businesses and Estuado, CEH, will give a 5 minute presentation on mobile washers.
  - d. Dermot will give a 20 minute presentation on vehicle business inspections.
  - e. Kristin will check whether Eva Justimbaste could talk about retail food inspections (20 minutes). Rob Lecel has a presentation she can use if needed.
  - f. Mark Johnson, RWQCB, has been confirmed to give a 20 minute RWB staff perspective on PCBs.
  - g. Amy Miller and Chris Rollins, EPA Region 9, are both unavailable to provide a US EPA perspective on PCBs. Kristin will check to see if there is another EPA staff person who could give the presentation.
  - h. There will be an IDDE panel discussion on how to inspect and enforce residential illicit discharges. Catherine volunteered to be on the panel. The Work Group will ask for more volunteers at the CII Subcommittee meeting.
  - i. Kristin will ask Shelly Ryder, Millbrae, if she can provide an update on trash.
2. The Work Group will meet on April 6<sup>th</sup> at 10am at the South San Francisco Corp Yard to walk through and identify locations and scenarios for the Group Exercise.
3. Catherine requested additional questions be placed on the evaluation forms this year for information gathering. The questions include: what is your position (i.e., primary function as it relates to stormwater) and does your agency hold internal stormwater meetings.

4. Send the workshop flyer to the TAC and CII Subcommittee. The flyer should state the workshop will meet the MRP training requirements and CWEA contact hours will be available.

#### **Other Items Discussed**

1. None.